

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY LONDON PRIORITY

C O N F I D E N T I A L STATE 057274

LIMDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT - ADMIN. ARRANGEMENTS

REF: CALDERHEAD/JENKINS PHONE CONVERSATION

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING MARCH 28 ABOARD SPECIAL MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL
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NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE

PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/
EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE
GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL
PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT.
A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN
DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH
DETAILED INSTRUCTIONS. THEIR ETA WILL BE SUBJECT
OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE
SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH
THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED
INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE
MESSAGE.

4. ACCOMMODATIONS.

OFFICE SPACE AND STAFF

TWO CONTIGUOUS OFFICES SHOULD BE SET ASIDE IN THE
CHANCERY AS NEAR TO THE COMMUNICATIONS CENTER AS
POSSIBLE FOR S/S AND SET UP WITH:

A. THREE DESKS OR WORKING TABLES FOR OFFICERS
AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE
LIGHTING.

B. TELEPHONES - A MINIMUM OF THREE - ONE FOR
EACH DESK, EACH HAVING A SEPARATE EXTENSION OFF THE
EMBASSY SWITCHBOARD, IF POSSIBLE, OR THREE SEPARATE
COMMERCIAL LINES IF NOT.

C. NORMAL OFFICE SUPPLIES AND FORMS.

D. ONE CONFERENCE TYPE TABLE.

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E. ONE BEST AVAILABLE COPYING MACHINE - ARRANGE-
MENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE
MACHINE AND/OR A BACKUP MACHINE.

F. TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

G. THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

H. THESE OFFICES SHOULD BE WITHIN A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS.

5. GROUND TRANSPORTATION.

A. FOR DURATION OF SECRETARY'S VISIT TO YOUR POST, PROVIDE INDIVIDUALLY ASSIGNED CARS TO THE FOLLOWING:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANT;

(3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);

(4) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS.

(5) ONE VEHICLE WITH DRIVER FOR WHCA PERSONNEL.

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY ASSIGNED VEHICLES FOR OTHER PURPOSES.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL TRANSPORTATION? IF SO, WHAT?
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C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

6. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO SIMULTANEOUS OVERSEAS CONVERSATIONS FOR DURATION OF SECRETARY'S VISIT TO YOUR POST.

ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS. IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH

LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE
FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY
OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT
REQUIRED.

B. S/S REQUIREMENTS DISCUSSED SEPTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR
COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO
AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS
PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER
DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY
OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN POST INFORMALLY ARRANGE FOR LOCAL NEWS
SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE
AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS
SERVICE.

7. FUNDING.

A. STATE WILL PAY HOTEL ROOM COSTS INCLUDING
SERVICE CHARGES AND TAXES FOR ALL S/S AND SY ADVANCE
TEAMS.
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